

## How to Use the Network Services Statewide Contract

<b>Contract #:</b> ITT46	Contract Duration: 9/19/2012 to 09/30/2017
<b>MMARS #:</b> ITT46*	Options to renew: Two 1-year options
<b>Contract Manager:</b>	Jeanne Pestana - 617-720-3105 <a href="mailto:jeanne.pestana@state.ma.us">jeanne.pestana@state.ma.us</a> <a href="#">Strategic Sourcing Services</a>
<b>This contract contains:</b>	Prompt Pay Discounts, Volume Discounts
<b>Last change date:</b>	November 17, 2015

### Contract Summary

This contract for Network Services provides a wide array of voice, data, and cellular services. This contract replaces the following statewide contracts: ITT09 – Communication Network Services, ITT18 – Centrex Services, ITT19 – VPN Services, ITT37 – Hosting and Internet Access Services.

### Benefits and Cost Savings

Vendors on this contract offer competitive pricing, prompt pay discounts, volume discounts, and bundle discounts.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

The Massachusetts Higher Education Consortium (MHEC) is a participating member of the procurement and resulting Statewide Contract for Network Services, ITT46, conducted by the Operational Services Division (OSD) on behalf of the Commonwealth of Massachusetts. OSD and MHEC jointly and separately; 1) market the Statewide Contract to their constituents eligible to purchase under the Statewide Contract, and 2) support vendors and constituents participating in the Statewide Contract. Such constituents eligible to purchase under the Statewide Contract may also be referred to as “Eligible Entities” and “MHEC members”.

For the purposes of this Statewide Contract for Network Services, the Eligible Entities associated with each organization are as follows:

#### OSD Eligible Entities

- Cities, towns, districts, counties and other political subdivisions
- Executive, Legislative and Judicial Branches, including all Departments and elected offices therein

- Independent public authorities, commissions and quasi-public agencies
- Local public libraries, public school districts and charter schools
- Public hospitals owned by the Commonwealth
- Public purchasing cooperatives
- Non-profit, UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories with no prior approval by the State Purchasing Agent required
- Other entities when designated in writing by the State Purchasing Agent

Entities seeking the approval of the State Purchasing Agent to utilize the Statewide Contract should submit a written request to [purchasing.agent@state.ma.us](mailto:purchasing.agent@state.ma.us) with the subject line "Request for approval to utilize Statewide Contract ITT46". The body of the email should include the name of the Entity requesting approval and the name and contact information of a person that can be contacted if OSD has questions regarding the request.

### **MHEC J04 Eligible Entities within Massachusetts**

- Non-profit public and private institutions of higher education
- MHEC members not eligible under the OSD Eligible Entities list

### **MHEC J04 Eligible Entities outside Massachusetts**

MHEC membership is available to the following organizations in the New England states. For the purposes of the statewide contract for Network Services, MHEC J04 Eligible Entities outside Massachusetts may include:

- Non-profit public and private institutions of higher education
- Non-profit technical, charter, and vocational schools
- Municipalities, elementary and secondary schools
- Non-profit preparatory schools
- Non-profit educational organizations

### **MHEC Public College and University Purchasers within Massachusetts**

The following list was correct as of the revision date of this document. The current list may be viewed at the MHEC website at <http://private.mhec.net/ListMembersConsortium.asp> under the section "State/University and Community Colleges".

- Berkshire Community College
- Bristol Community College
- Bunker Hill Community College
- Cape Cod Community College
- Greenfield Community College
- Holyoke Community College
- Massachusetts Bay Community College
- Massasoit Community College
- Middlesex Community College
- Mount Wachusett Community College
- North Shore Community College

- Northern Essex Community College
- Quinsigamond Community College
- Roxbury Community College
- Springfield Technical Community College
- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Art and Design
- Massachusetts College of Liberal Arts
- Massachusetts Maritime Academy
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Medical Center
- University of Massachusetts/Lowell
- University of Massachusetts/Amherst
- University of Massachusetts/Boston
- University of Massachusetts/Dartmouth

## Contract Information

This contract contains four categories:

**Category 1: Voice Services** including Local Exchange Service, Long Distance Service, Incoming Toll Free Service, Centrex Service, Calling Cards and Voice over Internet Protocol (VoIP) Service.

**Category 2: Connectivity/Bandwidth Services** including T1 access lines, ISDN, xDSL, ATM, Frame Relay, Ethernet, Broadband Cable, Point-to-Point Wireless, Private Line, SONET, DWDM, and Fiber.

**Category 3: Mobile Communication Services** including cellular, PCS, and satellite services, cellphones, and other mobile devices that access cellular or satellite networks, and distributed antenna systems.

**Category 4: Managed Services** providing management of Eligible Entities' site and/or enterprise voice and data LAN and WAN network services. Such services include Internet Access, Co-location, Virtual Private Networking (VPN), email, ftp, news groups, hosting services (web sites, network service applications and others), portal services, firewall, intrusion detection, data back-up, Multi-Protocol Label Switching (MPLS), Audio & Web Conferencing, Video Conferencing, Interactive Voice Response (IVR), Broadcast Communications (TV via Cable, Satellite, IP), and Emergency Notification (reverse 911).

**Customer Premise Equipment (CPE)** required for the provisioning and operation of the service is allowed. All network services must be capable of being installed without requiring the acquisition of termination equipment. Wireless devices that are cellular-capable and that are bundled with cellular service sold by cellular providers in Category 3 are also allowed, i.e. tablets, iPads, etc...

This contract does not provide for the purchase of the following equipment: PCs, servers, switches, PBX equipment, or any other significant network equipment systems not directly related to this contract.

#### **NOTE RELATIVE TO CONSTRUCTION**

This contract does NOT include construction-related services. The installation of conduit or the coring of walls or floors in a public building constitutes construction.

#### **NOTE RELATIVE TO E-RATE**

Public schools and libraries within the Commonwealth may utilize the services offered under this contract. It is incumbent upon each Eligible Entity to file their respective Form 471's and other necessary forms to participate in this program independent of the provisions offered under this contract. The E-rate reference number for FCC form 470 is 110350000864310. A copy of the original Form 470 Application is published on COMMBUYS under the Attachments tab. We suggest Eligible Entities verify the Form 470 with the Schools and Libraries Division before use.

### **How to Use This Contract**

The Strategic Sourcing Team recommends that before deciding on any Network Services, the user solicit at least three estimates from contractors on this Statewide Contract. Users are encouraged to negotiate downward on all quotes to obtain best value.

Users should request a written quote from any of the listed contractors for the proposed services. Posting the RFQ as a COMMBUYS solicitation is a recommended Best Practice. Reference the Statewide Contract Number ITT46 on all requests for quotes, Statements of Work, and Purchase Orders. The contractor will respond with an itemized quote that will reflect the actual configuration along with installation and any other non-recurring costs, and early termination costs, if applicable.

Most of the vendors on this contract offer On-Line portals. Users are encouraged to utilize the on-line services for billing and usage reports and account management.

#### **Statement of Work (SoW)**

A Statement of Work template is published on the Attachments tab for Users to adapt to their needs for larger projects. Sections, such as that addressing intellectual property, that do not apply to a particular project may be removed. Unless otherwise negotiated, Contractor invoicing may not commence before 30 days after final acceptance. Contractors must obtain written acceptance of the installed Network Service(s) from the contracting Eligible Entity.

#### **Service Level Agreements**

Service Level Agreements (SLAs) are published in the Attachment section of COMMBUYS for each vendor. Users are encouraged to review the SLA for the service(s) you are seeking when

assessing vendor performance capabilities and when creating your Statement of Work (SoW) for your request for quotes.

## Eligible Entity Employee Discounts for Cellular Services

All cellular telephone services contractors in Category 3 offer employee discounts for the employee's personal cellular service. Eligible Entities are encouraged to make their employees aware of these programs.

## Summary of Where to Obtain Contract Information

To access the vendor contracts, including the RFR, related documents, and required forms, please go to the COMMBUYS ([www.commbuys.com](http://www.commbuys.com)) website, click on "Contract & Bid Search", then select the "Contracts/Blankets" radio button.

- Enter "ITT46" in the Contract/Blanket Description field
- Select "Statewide Contract" from the Type Code pull-down menu
- Click "Find It"

There are 24 vendors on this contract and each vendor contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor cost tables (price lists) are located in the attachments tab on each MBPO. The RFR and related documents are located in the attachments tab of the MBPO: [PO-15-1080-OSD03-SRC01-00000002001](#)

## Pricing

Pricing is published separately on COMMBUYS. Early termination charges, stranded investment charges, and special engineering and extension costs related to extending the network service from the contractor's nearest access point to the Eligible Entity's network interface point (DMARC) are allowed, provided these costs are specified in the Master Blanket Purchase Order cost tables attached in COMMBUYS and in the Statement of Work agreed to by the Eligible Entity.

**Referencing the Statewide Contract.** Please clearly indicate "Statewide Contract ITT46" on all requests for quotes, statements of work and purchase orders to ensure ITT46 pricing is quoted and billed.

**Performance and payment time frames which exceed Contract duration.** All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one (1) year beyond the final termination date of this Statewide Contract without the prior written approval of the OSD Contract Manager. No new agreements for services may be executed after the Contract has expired.

## How to place an order

### **P.O. FOR ONE-TIME SERVICES**

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use ITT46) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

### **P.O. FOR ONGOING SERVICES**

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the [“How to Complete a Partial Receipt in COMMBUYS” Job Aid](#).

## Vendor Information

### 382 Communications Corporation

Contact: Leah Barton

Phone: 617-639-9008

Email: leah@382com.com

**Prompt Pay Discount:** None

**PO-14-1080-OSD01-OSD10-00000001473**

Vendor ID: 00001219

Vendor Code 1: VC0000728164

Vendor Code 2: 32

Category 1

### AT&T Corp.

Contact: Elaine DeCastro

Phone: 617-283-3712

Email: ed4627@att.com

**Prompt Pay Discount:** None

**PO-14-1080-OSD01-OSD10-00000000248**

Vendor ID: 210046

Vendor Code 1: VC6000216033

Vendor Code 2: 11

Categories 1, 2, and 4

### AT&T Mobility National ACC, LLC

Contact: Rick Gronneberg

Phone: 781-956-5989

Email: richard.gronneberg@att.com

**Prompt Pay Discount:** None

**PO-14-1080-OSD01-OSD10-00000000249**

Vendor ID: 300276

Vendor Code 1: VC6000264059

Vendor Code 2: 27

Category 3

### AT&T Mobility II LLC

Contact: Rick Gronneberg

Phone: 781-956-5989

Email: richard.gronneberg@att.com

**Prompt Pay Discount:** None

**PO-14-1080-OSD01-OSD10-00000000250**

Vendor ID: 210046

Vendor Code 1: VC0000169649

Vendor Code 2: 26

Category 3

### Broadview Network Inc.

Contact: Peter Parrinello

Phone: 914-922-7759

Email: pparrinello@broadviewnet.com

**Prompt Pay Discount:** 2% 10, 1.5% 15, 1.25% 20, 1% 30

**PO-14-1080-OSD01-OSD10-00000001454**

Vendor ID: 00002386

Vendor Code 1: VC6000221430

Vendor Code 2: 30

Categories 1, 2 and 4



**Cellco Partnership, d/b/a Verizon Wireless**  
Contact: Carolyn Jussuame  
Phone: 617-699-3900  
Email: carolyn.jussuame@verizonwireless.com  
**Prompt Pay Discount:** None  
**PO-14-1080-OSD01-OSD10-00000001204**  
Vendor ID: 300203  
Vendor Code 1: VC6000227932  
Vendor Code 2: 1

Category 3

**CELT Corporation**  
Contact: Kristen Richford  
Phone: 508-624-4474 Ext. 1234  
Email: krichford@celtcorp.com  
**Prompt Pay Discount:** 2% 10, 1.5% 15, 1% 20  
**PO-14-1080-OSD01-OSD10-00000000251**  
Vendor ID: 300031  
Vendor Code 1: VC0000411034  
Vendor Code 2: 3

Categories 2 and 4

**Qwest Communications Company, LLC d/b/a CenturyLink**  
Contact: Catherine Pauling  
Phone: 617-233-0238  
Email: commofma@centurylink.com  
**Prompt Pay Discount:** None  
**PO-14-1080-OSD01-OSD10-00000001203**  
Vendor ID: 214077  
Vendor Code 1: VC6000192600  
Vendor Code 2: 22

Categories 1, 2, and 4

**Comcast Cable Communication Mgmt LLC**  
Contact: Daniel Hickey  
Phone: 978-273-3141  
Email: daniel\_hickey@cable.comcast.com  
**Prompt Pay Discount:** None  
**PO-14-1080-OSD01-OSD10-00000000252**  
Vendor ID: 300041  
Vendor Code 1: VC0000220053  
Vendor Code 2: 23

Categories 1, 2, and 4

**Crocker Telecommunications, LLC**  
Contact: Matthew Crocker  
Phone: 413-654-1050  
Email: matthew@crocker.com  
**Prompt Pay Discount:** 2% 10, 1% 30  
**PO-14-1080-OSD01-OSD10-00000000253**  
Vendor ID: 208003  
Vendor Code 1: VC0000633477  
Vendor Code 2: 28

Categories 1, 2, and 4



**DSCI, LLC**

Contact: Jeff Kubick

Phone: 866-438-3724

Email: jkubick@dscicorp.com

**Prompt Pay Discount:** 1.5% 10

**PO-14-1080-OSD01-OSD10-00000001439**

Vendor ID: 00003517

Vendor Code 1: VC0000726748

Vendor Code 2: 31

Categories 1, 2, and 4

**Level 3**

Contact: Thomas Fitzgerald

Phone: (617) 308-5951

Email: thomas.fitzgerald@level3.com

Prompt Pay Discount: None

**PO-14-1080-OSD01-OSD10-00000001438**

Vendor ID: 00000416

Vendor Code 1: VC7000085769

Vendor Code 2: 29

Categories 1, 2, and 4

**Lighttower Fiber I, LLC**

Contact: Michelle Kavey

Phone: 617-848-3026

Email: mkavey@lighttower.com

**Prompt Pay Discount:** 2% 10

**PO-14-1080-OSD01-OSD10-00000000255**

Vendor ID: 00009007

Vendor Code 1: VC0000738873

Vendor Code 2: 34

Categories 2 and 4

**Merrimack Education Center**

Contact: Kate Roddy

Phone: 978-275-1613

Email: contracts@mecnet.net

**Prompt Pay Discount:** 2% 10, 1.5% 15, 1% 20, 1% 30

**PO-14-1080-OSD01-OSD10-00000000256**

Vendor ID: 4494

Vendor Code 1: VC6000164531

Vendor Code 2: 13

Categories 2 and 4

**NWN Corporation**

Contact: Patrick McGillicuddy

Phone: 781 472-3428

Email: PMcGillicuddy@nwnit.com

**Prompt Pay Discount:** 1% 10, 0.75% 15, 0.5% 20

**PO-14-1080-OSD01-OSD10-000000001357**

Vendor ID: 00001090

Vendor Code 1: VC0000414845

Vendor Code 2: 21

Category 4

**Windstream Holdings Inc, dba Paetec Communications LLC** Categories 1, 2, and 4

Contact: William Reed  
Phone: 617-532-3259  
Email: william.m.reed@windstream.com

**Prompt Pay Discount:** None

**PO-**

Vendor ID:  
Vendor Code 1: VC0000793508  
Vendor Code 2: 35

**Presidio Networked Solutions, Inc.**

Category 4

Contact: Paul Melvin  
Phone: 781-638-2230  
Email: pmelvin@presidio.com  
**Prompt Pay Discount:** 0.5% 10

**PO-14-1080-OSD01-OSD10-00000001476**

Vendor ID: 300198  
Vendor Code 1: VC0000350925  
Vendor Code 2: 33

**Sprint Solutions, Inc.**

Categories 1, 2, 3, and 4

Contact: Mark Zurcher  
Phone: 781-883-7447  
Email: mark.zurcher@sprint.com

**Prompt Pay Discount:** None

**PO-14-1080-OSD01-OSD10-00000000258**

Vendor ID: 236740  
Vendor Code 1: VC0000475741  
Vendor Code 2: 7

**T-Mobile USA, Inc**

Category 3

Contact: Donna Monahan  
Phone: 508-505-1375  
Email: donna.monahan@t-mobile.com

**Prompt Pay Discount:** None

**PO-14-1080-OSD01-OSD10-00000001202**

Vendor ID: 00000064  
Vendor Code 1: VC6000264183  
Vendor Code 2: 2

**Thinking Phone Networks, LLC**

Category 4

Contact: Carl Moore  
Phone: 617-453-2167  
Email: carl@thinkingphones.com  
**Prompt Pay Discount:** 5% 10, 3% 20, 1% 30

**PO-14-1080-OSD01-OSD10-00000000260**

Vendor ID: 300184  
Vendor Code 1: VC0000637820  
Vendor Code 2: 12

**Verizon New England, d/b/a Verizon Business Network Services, Inc.**

Categories 1, and 2

Contact: Karen Perella

Phone: 617-535-0551

Email: ITT46PMO@verizon.com

**Prompt Pay Discount: None**

**PO-14-1080-OSD01-OSD10-00000000261**

Vendor ID: 300307

Vendor Code 1: VC6000156101

Vendor Code 2: 17

**MCI Communications Services, Inc. d/b/a Verizon Business Network Services, Inc.**

Category 1, 2 and 4

Contact: Karen Perella

Phone: 617-535-0551

Email: ITT46PMO@verizon.com

**Prompt Pay Discount: None**

**PO-14-1080-OSD01-OSD10-00000001528**

Vendor ID: 300311

Vendor Code 1: VC6000246445

Vendor Code 2: 16

**Verizon Network Integration Services Corp. d/b/a Verizon Business Network Services, Inc.**

Category 4

Contact: Karen Perella

Phone: 617-535-0551

Email: ITT46PMO@verizon.com

**Prompt Pay Discount: None**

**PO-14-1080-OSD01-OSD10-00000001538**

Vendor ID: 300161

Vendor Code 1: VC6000229599

Vendor Code 2: 18

**Terremark North America Inc. d/b/a Verizon Business Network Services, Inc.**

Category 4

Contact: Karen Perella

Phone: 617-535-0551

Email: ITT46PMO@verizon.com

**Prompt Pay Discount: None**

**PO-14-1080-OSD01-OSD10-00000001540**

Vendor ID: 00002517

Vendor Code 1: VC0000651830

Vendor Code 2: 24

## Strategic Sourcing Services Team Members

Laurie Allen	MWRA
Ann Roper-Quinn	City of Boston
Brad Steele	ITD
Brian Helman	Salem State University
Dan Doucette	City of Peabody
David Sheafer	EOE
Jeff Rogato	MSLC
Jim Girardi	ITD
Ed Maher	ITD
Jim Morrison	UMB
Joan Miller	MHEC
John Megnia	MCCA
Julie Chockrek	MSLC
Michael Chandrankunnel	HRD
Michael Janielis	EOPPS
Ray Fortier	ITD
Tim Kennedy	OSD